

substantial completion

1 inspection and punch list

THE AIA G704 200

WHEN the contract between RMW and the Owner requires that the Architect certifies substantial completion, the Architect conducts an "Inspection of Substantial Completion" to determine if, in fact, the work (which includes construction plus administration tasks) is "sufficiently complete in accordance with the Contract Documents so that the Owner can be occupy or utilize the work for its intended use".

• This one time when the Architect "INSPECTS".

Typically, in our documentation and our contracts we avoid assigning any "INSPECTION" to the Architect except in this instance and in final completion.

REMEMBER: You are "the Architect".

HOW IT IS DONE

- When the Contractor estimates that the building is substantially complete, it will request that the Architect conducts a "Substantial Completion Inspection". Prior to the inspection, the Contractor will prepare a list of incomplete items (the "Punch List") among other documentation.
 - In our experience, the "Punch List" is prepared by RMW even though the contract assigns this task to the Contractor. If you prepare this list, before going to the job site, review the minutes of the project's past progress meetings to identify items that needed to be added or corrected at one point during construction so you can verify if it was done.
- Complete the "Punch List" according your observations.
- If you determine that the work is substantially complete, fill-in the AIA G704 and send it along with the updated "Punch List" for approval and signature to the Owner and the Contractor. The Owner may include additional requirements such as commencement of move-in by occupants and other matters.
- A senior member of RMW, preferably the person who signed the Drawings, should carefully review the content and language of the "Punch List" and the data in the Certificate of Substantial Completion.
- By signing this form, the Owner, Architect, and Contractor agree on the time and cost to complete the work, on the date the Owner will occupy the work, and on the responsibilities for maintenance, insurance, utilities, etc.
- If you determine that the work is NOT substantially complete, then set a future date for a new inspection (usually the period of time between inspections is in the Specifications or in the General Conditions of the Contract). Typically, in our contracts, the Contractor is charged for the Architect's fees resulting from this second inspection.

THE CERTIFICATE OF SUBSTANTIAL COMPLETION IS SIGNED BY A PRINCIPAL, preferably the principal WHO SIGNED THE CONTRACT DOCUMENTS.

AIA Document G704™ - 2000
Certificate of Substantial Completion

PROJECT: (Name and address) PROJECT NUMBER: OWNER
 CONTRACT FOR: ARCHITECT
 CONTRACTOR: CONTRACTOR
 TO OWNER: (Name and address) TO CONTRACTOR: (Name and address) FIELD
 OTHER

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

ARCHITECT BY DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$

The Contractor will complete or correct the Work on the list of items attached hereto within () days from the above date of Substantial Completion.

CONTRACTOR BY DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at (date) on (date).

OWNER BY DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: (Owner, Owner's and Contractor's legal and insurance counsel should determine and revise insurance requirements and coverage.)

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